

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

RATING AND FORMS REVIEW SECTION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-32

This Schedule Lists Only Those Records
Created and Used by the

Insurance Division
Rating and Forms Review Section

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-32

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division
Rating and Forms Review Section

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>INSURANCE EXPENSE EXHIBITS:</u></p> <p>Statements submitted by insurance companies to this section for rate regulation purposes. Data included on these sheets are operating expenses, income sources, summaries of workmen's compensation expenses and various ratios.</p>	Retain for three (3) years and audit, then destroy.
2.	<p><u>RATE MANUALS:</u></p> <p>Printed and mimeographed sheets in 5" x 8" loose-leaf binders containing rates for individual and group companies, private and public automobiles, commercial vehicles and miscellaneous policies.</p>	Retain in office while active. Transfer to a State Records Center for five (5) additional years, then destroy.

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Director
Administrative Services
Title

July 31, 1975
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-28-75
Date

[Signature]
Archivist

SEP 23 1975
Date

[Signature]
Secretary